

Approved For Release 2000/05/31 : CIA-RDP83B00823R000500190007-6

Security Records Division
Work Measurement Statistics for May 1975

1.	Case Processing Activity. Cases processed based on requests for checks, investigations and/or security clearances.	1914
2.	Indices Activities. Manual name searches; names changed; cards typed, filed and purged; and security documents numbered.	9492
3.	Filing Activities. Files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests and terminal searches.	67793
4.	Computer Support Activities. Names searched, systems update transactions, miscellaneous keypunch activity and 1050 Telecommunications transactions.	67782
5.	Communications Activities. Teletype messages, dispatches, Agency cable and non-Agency cable traffic document receipts, items manifested, notices and bulletins handled.	6381
6.	Case Analysis Activities. Cases analyzed, summaries prepared and reference material reviewed and summarized.	868
7.	Information Processing Check Activities. Checks requested, references reviewed, summaries prepared and material furnished requesters.	1059
8.	File Retirement and Microfiche Activities. Files reviewed for retirement to microfiche and pages prepared and filmed.	40126
9.	Outside Agency Name Check Activity. Completed requests for checks and supporting memoranda prepared in cases with positive results.	5914
	Total Units Produced	201329

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